



Province: SWARTLAND (WC015) - Schedule of Service Delivery Standards		
Standard	Description	Service Level
Solid Waste Removal		
Premise based removal (Residential Frequency)		1/week
Premise based removal (Business Frequency)		1 to 5/week
Bulk Removal (Frequency)		some twice daily, but most 2/week
Removal Bags provided (Yes/No)		No, only for equitable share households
Garden refuse removal Included (Yes/No)		With household refuse weekly
Street Cleaning Frequency in CBD		2/week to daily
Street Cleaning Frequency in areas excluding CBD		weekly to monthly
How soon are public areas cleaned after events (24hours/48hours/longer)		24hours
Clearing of illegal dumping (24hours/48hours/longer)		Household, daily to weekly. Builders rubble and garden refuse monthly.
Recycling or environmentally friendly practices (Yes/No)		77 Recycling igloos throughout eleven towns and schools
Licensed landfill site (Yes/No)		6 of which one is for household refuse
Water Service		
Water Quality rating (Blue/Green/Brown/NO drop)		Blue Drop
Is free water available to all? (All/only to the indigent consumers)		6kl free to only indigent consumers
Frequency of meter reading? (per month, per year)		per month
Are estimated consumption calculated on actual consumption over (two month's/three month's/longer period)		three month's
On average for how long does the municipality use estimates before reverting back to actual readings? (months)		three month's



Standard	Description	Service Level
	Duration (hours) before availability of water is restored in cases of service interruption (complete the sub questions)	
	One service connection affected (number of hours)	3 hours
	Up to 5 service connection affected (number of hours)	3 hours
	Up to 20 service connection affected (number of hours)	3 hours
	Feeder pipe larger than 800mm (number of hours)	10 hours
	What is the average minimum water flow in your municipality?	0.2m ³ /h
	Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	No
	How long does it take to replace faulty water meters? (days)	1 day
	Do you have a cathodic protection system in place that is operational at this stage? (Yes/No)	No
	Electricity Service	
	What is your electricity availability percentage on average per month?	99.44% including Eskom load shedding
	Do your municipality have a ripple control in place that is operational? (Yes/No)	YES in Malmesbury
	How much do you estimate is the cost saving in utilizing the ripple control system?	R425 000 per year
	What is the frequency of meters being read? (per month, per year)	per month
	Are estimated consumption calculated at consumption over (two month's/three month's/longer period)	three month's
	On average for how long does the municipality use estimates before reverting back to actual readings? (months)	three month's
	Duration before availability of electricity is restored in cases of breakages (immediately/one day/two days/longer)	90% within 1,5 hours
	Are accounts normally calculated on actual readings? (Yes/no)	Yes
	Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	Yes
	How long does it take to replace faulty meters? (days)	2 days
	Do you have a plan to prevent illegal connections and prevention of electricity theft? (Yes/No)	Yes

Standard	Description	Service Level
	How effective is the action plan in curbing line losses? (Good/Bad)	Good: total electricity losses = 5.48%
	How soon does the municipality provide a quotation to a customer upon a written request? (days)	1 day
	How long does the municipality takes to provide electricity service where existing infrastructure can be used? (working days)	1 day
	How long does the municipality takes to provide electricity service for low voltage users where network extension is not required? (working days)	10 days
	How long does the municipality takes to provide electricity service for high voltage users where network extension is not required? (working days)	10 days
Sewerage Service		
	Are your purification system effective enough to put water back in to the system after purification?	Effluent complies to General Limits of DWA
	To what extend do you subsidize your indigent consumers?	Subsidize full sewerage levy
	How long does it take to restore sewerage breakages on average	
	Severe overflow ? (hours)	3 hours
	Sewer blocked pipes: Large pipes? (Hours)	10 hours
	Sewer blocked pipes: Small pipes? (Hours)	3 hours
	Spillage clean-up? (hours)	10 hours
	Replacement of manhole covers? (Hours)	24 hours
Road Infrastructure Services		
	Time taken to repair a single pothole on a major road? (Hours)	36 hours
	Time taken to repair a single pothole on a minor road? (Hours)	36 hours
	Time taken to repair a road following an open trench service crossing? (Hours)	36 hours
	Time taken to repair walkways? (Hours)	36 hours

Standard	Description	Service Level
Property valuations		
How long does it take on average from completion to the first account being issued? (one month/three months or longer)		semi- annually
Do you have any special rating properties? (Yes/No)		No
Financial Management		
Is there any change in the situation of unauthorised and wasteful expenditure over time? (Decrease/Increase)		Decrease
Are the financial statement outsourcing? (Yes/No)		No
Are there Council adopted business processes structuring the flow and management of documentation feeding to Trial Balance?		Yes
How long does it take for an Tax/Invoice to be paid from the date it has been received?		30 Days
Is there advance planning from SCM unit linking all departmental plans quarterly and annually including for the next two to three years procurement plans?		Yes
Administration		
Reaction time on enquiries and requests?		Acknowledgement of receipt within five working days, or immediately after capture by an SMS system
Time to respond to a verbal customer enquiry or request? (working days)		within 10 working days
Time to respond to a written customer enquiry or request? (working days)		within 10 working days
Time to resolve a customer enquiry or request? (working days)		within 10 working days
What percentage of calls are not answered? (5%, 10% or more)		> 5%
How long does it take to respond to voice mails? (hours)		N/A
Does the municipality have control over locked enquiries? (Yes/No)		Yes
Is there a reduction in the number of complaints or not? (Yes/No)		Yes
How long does it take to open an account to a new customer? (1 day/ 2 days/ a week or longer)		1 day
How many times does SCM Unit, CFO's Unit and Technical unit sit to review and resolve SCM process delays other than normal monthly management meetings?		N/A



Standard	Description	Service Level
Community safety and licensing services		
How long does it take to register a vehicle? (minutes)		± 4 min.
How long does it take to renew a vehicle license? (minutes)		± 1 min
How long does it take to issue a duplicate registration certificate vehicle? (minutes)		± 6 min.
How long does it take to de-register a vehicle? (minutes)		± 5 min.
How long does it take to renew a drivers license? (minutes)		± 4 min.
What is the average reaction time of the fire service to an incident? (minutes)		± 12 min in urban area
What is the average reaction time of the ambulance service to an incident in the urban area? (minutes)		N/A
What is the average reaction time of the ambulance service to an incident in the rural area? (minutes)		N/A
Economic development		
How many economic development projects does the municipality drive?		N/A
How many economic development programme are deemed to be catalytic in creating an enabling environment to unlock key economic growth projects?		N/A
What percentage of the projects have created sustainable job security?		N/A
Does the municipality have any incentive plans in place to create an conducive environment for economic development? (Yes/No)		N/A
Other Service delivery and communication		
Is a information package handed to the new customer? (Yes/No)		No
Does the municipality have training or information sessions to inform the community? (Yes/No)		No. Communication platforms are used (website, facebook, newsletters, etc)
Are customers treated in a professional and humanly manner? (Yes/No)		Yes



2.13 Other supporting documents

All other supporting schedules are available on request and will also be placed on the website within 5 days after the approval of the budget.



2.14 Manager's quality certificate

I, JJ Scholtz, Municipal Manager of Swartland Municipality, hereby certify that the annual budget and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act, and that the annual budget and supporting documents are consistent with the Integrated Development Plan of the municipality.

Print Name: JJ Scholtz

Municipal Manager of Swartland Municipality

Signature: _____

Date: 23.03.2018